



DISCLAIMER

WORKNET Drug & Alcohol Services is pleased to provide you with this sample Drug and Alcohol Supervisor Packet to help you develop your Company's own Reasonable Suspicion/Cause Drug and Alcohol Procedure.

This sample is designed only as a preliminary draft and should be modified and adjusted to fit your Company's needs.

Prior to implementation, your legal counsel should review and approve your final procedure.

WORKNET does not assume any liability with respect to the drafting, enforcement, or implementation of your Company's Drug and Alcohol Supervisor Packet.















Thank you

? ? Supervisor's Responsibilities ? ?

Supervisors are responsible for identifying employees who may be impaired by drug and/or alcohol and authorizing a reasonable suspicion drug and/or alcohol test. If faced with this situation, there are several points to keep in mind:

- **Do not diagnose. Do not say “you are drunk”. .. Say “your speech is slurred, your eyes appear bloodshot, and your gait appears unsteady”.**
- **You may be incorrect about an employee being positive. That’s ok! Better safe than sorry and remember there are cut off levels for all the drugs that are tested. Unless an employee is grossly impaired, even positive employees may show little or no physical signs of impairment.**
- **Document the work performance and physiological signs that led you to order a reasonable suspicion test. If possible, have a second supervisor as a co-witness.**

Some Signs which May be Indicators of Substance Abuse

-  **Smell of alcohol**
-  **Unsteady gait/staggering**
-  **Blood shot eyes**
-  **Slurred Speech**
-  **Excited and Talkative**
-  **Impaired Short Term Memory**
-  **Laughing Hysterically for No Apparent Reason**
-  **Lack of Motor Coordination**
-  **Restless**
-  **Needle Marks**
-  **Anxiety**
-  **Confused**
-  **Nausea/Vomiting**
-  **Headaches/Dizziness**

Remember, these signs do not guarantee that an employee is under the influence of drugs and/or alcohol. Taking in the overall context of work performance issues such as chronic lateness, absenteeism, concentration, problems, confusion, lowered job efficiency/effectiveness, friction with others, unusual behavior, high accident rate and excess grievances to mention a few might give a supervisor reason to believe that an employee may be misusing/abusing drugs and/or alcohol.

SAMPLE FORM FOR RECORDING OBSERVED BEHAVIOR

Employee's Name: _____

Date of Observation: _____ **Time of Observation: From** _____ **To** _____

Description of Event: _____

CHECK ALL APPROPRIATE ITEMS

- 1. ODOR OF ALCOHOL ON BREATH?** _____ **YES** _____ **NO**
- 2. SPEECH:** _____ **NORMAL** _____ **INCOHERENT** _____ **CONFUSED**
 _____ **SLURRED** _____ **WHISPERING** _____ **SILENT**
- 3. BALANCE:** _____ **NORMAL** _____ **SWAYING** _____ **STAGGERING**
- 4. WALKING:** _____ **NORMAL** _____ **STUMBLING** _____ **SWAYING**
 _____ **ARMS RAISED** _____ **REACHING FOR SUPPORT**
- 5. STANDING:** _____ **WIDE APART** _____ **RIDGED** _____ **SAGGING AT KNEES**
- 6. EYES:** _____ **BLOODSHOOT** _____ **CLOSED** _____ **DILATED**
 _____ **DROOPY** _____ **GLASSY** _____ **WATERY**
- 7. FACE:** _____ **FLUSHED** _____ **PALE** _____ **SWEATY**
- 8. Demeanor:** _____ **CALM** _____ **CRYING** _____ **FIGHTING**
 _____ **OVERLY EXCITED** _____ **SARCASTIC**
- 9. AWARENESS:** _____ **NORMAL** _____ **CONFUSED** _____ **PARANOID**
 _____ **SLEEPY** _____ **LACK OF COORDINATION**

10: OTHER OBSERVATIONS AND FACTORS:

11: ABOVE BEHAVIOR WITNESSED BY:

SIGNATURE OF TRAINED SUPERVISOR

DATE

SIGNATURE OF WITNESS

DATE

THIS FORM MUST BE PREPARED EVERY TIME AN EMPLOYEE IS SUSPECTED OF DRUG AND/OR ALCOHOL ABUSE.

Company's Name

SAMPLE

Reasonable Suspicion Policy & Procedure for Supervisors

1. 8AM to 5PM Monday thru Friday all testing must be done at WORKNET or SSM WorkHealth, address – telephone #. When a trained supervisor has reason to believe an employee is abusing drugs and/or alcohol the trained supervisor must contact _____. If _____ is not physically at the company then you must page or call him/her at (____) ____-____.
2. All incidents that happen between the hours of 5PM to 8 AM Monday thru Friday, Saturdays, and Sundays will be handled through WORKNET's or SSM WorkHealth's After-Hours Program. - ()
- .
3. The following procedures must be followed by all trained supervisors:
 - a. Documentation of the incident must be witnessed by a trained supervisor and a witness or if at all possible two trained supervisors are ideal. Hear say is not allowed.
 - b. The __ (Company's Name) Reasonable Suspicion form (*located in the _____*), *See Attached-* must be used to document the incident or incidents of drug and/or alcohol abuse/misuse.
 - c. Confront the employee with a caring but firm attitude. Make sure your confrontation is in a private but safe area in the company.
 - d. Discuss the Reasonable Suspicion form with the employee.
 - e. Ask the employee to submit to a drug and alcohol test.
 - f. If the employee refuses to take the tests tell the employee that is part of the Policy and Procedure that they signed dated _____. A refusal will constitute immediate termination.
 - g. The employee is not to return to his duties at the company until all testing results are returned to the company.
 - h. The supervisor must appoint the next qualified person to perform his/her supervisory duties while out of the company, if applicable.
 - i. The employee is to be transported to WORKNET or SSM WorkHealth via the WORKNET or SSM WorkHealth van if available/applicable or the employee will be transported to WORKNET or SSM WorkHealth via _____.
 - j. The supervisor is to stay with the employee until the drug and alcohol testing is completed.
 - k. The supervisor will have to transport or send the employee back to the Company via his/her own vehicle or the WORKNET or SSM WorkHealth van if available/applicable.
 - l. The supervisor must obtain the keys of the vehicle that the employee drove to the company. If the employee refuses tell him/her that you will contact the police and do so with documentation.
 - m. Call the family of the employee and ask that they come and take the employee home or call a taxi for her/him.
 - n. Give all documentation to _____ immediately.
3. Any questions pertaining to this Procedure should be directed to _____.